



US Army Corps  
of Engineers

# Construction Bulletin

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## CEMP-E

**Subject:** Safety and Health HTRW Annual Refresher Course

**Applicability:** Information

1. **PURPOSE.** This Construction Bulletin (CB) provides information on the recently developed web-based 8-hour Safety and Health HTRW annual refresher course. It contains registration procedures and payment options for this course.

### 2. BACKGROUND.

a. The Department of Labor (Occupational Safety and Health Administration – (OSHA)) requires that all personnel performing on-site activities at known or suspected HTRW sites be trained in accordance with OSHA 29 CFR 1910.120 and 29 CFR 1926.65 (Hazardous Waste Operations and Emergency Response (HAZWOPER)). This mandatory training includes an initial 40-hour HAZWOPER Course and an 8-hour annual refresher. The annual refresher has been offered through the USACE PROSPECT training program as the “Safety and Health for Hazardous Waste Sites - 8 Hour Refresher” (766 Exportable video-based/facilitated).

b. The HQUSACE Safety and Occupational Health Office (CESO), after a thorough evaluation, determined that a web-based 8-hour refresher can be used as a viable alternative to the Exportable video-based training. Consequently, CESO developed web-based training criteria for the 8-hour refresher course and submitted it to OSHA for review. A positive response was received from OSHA, which led to the development of the web-based 8-hour annual refresher course. The course was developed by Solutions to Environmental Problems (STEP), Inc., of Oakridge, TN with assistance from USACE personnel during development and Beta testing phases.

c. A hardcopy implementing memorandum from HQUSACE Command staff, along with the criteria that was submitted to OSHA and the corresponding response, will be forwarded to USACE Commands in the near future.

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### 3. COURSE PREREQUISITES.

a. Students must have taken the initial 40-hour HAZWOPER course that meets the requirements of 29 CFR 1910.120. The student's supervisor shall verify this before enrollment in the course.

b. The student's supervisor shall also verify that the student's 8-hour annual training is current (the student must have had an annual refresher within the last three years, otherwise the refresher course can not be taken without prior approval from the local District Chief, Safety and Occupational Health Office per USACE policy).

c. In order to be compliant with the OSHA 8-hour HAZWOPER refresher training requirements contained in 29 CFR 1910.120 and 1926.65, the student must have participated in the following actions prior to taking the 8-hour refresher. The supervisor shall also verify that the student has complied with these OSHA requirements:

(1) employer safety meetings relevant to duties the student is to perform under the requirements of the OSHA HAZWOPER standard;

(2) reviews and critiques of incidents that have occurred in the past year at hazardous waste sites pertinent to the work the student performed or will be performing;

(3) informational programs or safety meetings presented by the employer to address hazards and protective measures specific to a particular hazardous waste site or job task;

(4) review of the elements and standing operating procedures of Site Safety and Health Plans (SSHPs) and be familiar with personnel/alternates responsible for site safety and health for the project sites where the student is/will be assigned; and

(5) hands-on skill exercises relevant to the selection, use and maintenance of Personal Protective Equipment that the student has/will use.

### 4. IMPLEMENTATION.

a. All construction field personnel who are in need of the 8-hour annual refresher are encouraged to select the web-based training course. The new training course will provide significant versatility at the local level and will lower overall training costs. The course can be taken at an employee desktop and can be completed over an extended period of time (instead of one 8-hour sitting). The cost per student will be \$95.00, paid via several methods (see

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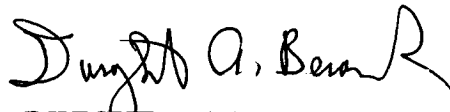
enclosure). Upon successful completion of the course, a certificate is mailed to the student. For additional information concerning course registration and payment, contact the Training Administrator at e-mail address: **cehr-wbt@usace.army.mil**.

b. For information about the PROSPECT program, contact the registrar at the USACE Professional Development Support Center, tel. (256) 895-7425, or the district's training coordinator, or visit the web sites: <http://www.hnd.usace.army.mil/to/tdindex.htm> (for classroom training) and <http://pdsc.usace.army.mil> (for distance learning classes).

5. This CB was coordinated with the following HQUSACE organizations: Safety and Occupational Health Office (CESO-ZA); Professional Development Support Center (CEHR-P-DL); Office of the Chief Counsel (CECC-C); Environmental Division (CEMP-RA); and Engineering and Construction Division (CECW-E).



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**U.S. Army Corps of Engineers  
Professional Development Support Center (PDSC)  
Web-based HAZWOPER Training Registration and Payment Options**

**1. Student Registration:**

Students individually register through the PDSC Web-based Training System at URL <http://pdsc.usace.army.mil>. Students then must click on the "First Time User" link for system registration in the "Registrars" office icon. A User ID and password is created at this time. Students must have system access before enrolling in a course. Corps of Engineer registrants are automatically given access to the system and notified via e-mail. After receiving the system access notice, go to the "Environmental Management" link within the "Instruction" school icon and select the HAZWOPER course access. The system will prompt you for course enrollment. If you choose to enroll, enter the required information and press the submit button. Again, you will be notified via e-mail when you have been given access to take the course (after the course payment information is received by the PDSC WBT Administrator). Note: If an invalid e-mail address is entered, users will not be sent the automatic notifications.

**2. Course Payment Method:**

Part of the process is to identify the registrant's supervisor by name, telephone number, and e-mail address. An e-mail message is automatically generated by the system to the supervisor requesting verification of the need for training and the submission via fax of a DD Form 1556 and PR&C or MIPR to the PDSC Web-based Training Administrator fax # (256) 895-7481.

Organizations may pay for courses by three methods at this time:

The first method of payment for an individual registration is the submittal of a DD Form 1556 and attached PR&C in CEFMS. A copy must be faxed to the WBT Administrator.

The second method is to fax a DD Form 1556 with authorization to bill the requesting organization for payment. Section D, Block 37, Billing Instructions must be completed. For more than one student requesting the same course, a bulk DD Form 1556 may be sent with "See attached list" typed in Block 1. The information requested in Section A, Blocks 1-15 of the DD Form 1556, must be typed on the attached list.

The third method is to fax a DD Form 1556 and MIPR to the WBT Administrator.

**3.** Upon verification, the WBT Administrator accepts the registration and notifies the student to enter the selected training course. A student may then take the course at her/his leisure, but a time limit will be in effect to complete the course.

**4.** For additional information concerning Course registration and payment please contact the WBT Administrator at fax # (256) 895-7481 or e-mail at [cehr-wbt@usace.army.mil](mailto:cehr-wbt@usace.army.mil)